



# HOW TO OBTAIN A PERMIT FOR Electrical Vehicle Charging Systems

City of San Diego  
Development Services Department  
1222 First Avenue, MS 401, San Diego, CA 92101-4101

INFORMATION  
BULLETIN  
**187**

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This information bulletin describes the permitting and inspection process for the installation of an Electrical Vehicle Charging System (EVCS) on an existing site or building. All EVCS installations shall comply with applicable code requirements, City ordinances and regulations, historical requirements, San Diego Municipal Code, and Land Development Code. Electrical Vehicle (EV) supply equipment shall be listed and labeled by a Nationally Recognized Testing Laboratory ([NRTL](#)).

## I. APPROVAL REQUIREMENTS

An Electrical Permit is required for the installation of an EVCS.

A Building Permit may be required if alterations will be made to the building or accessible parking spaces serving the buildings on the site, or when new accessible parking spaces are proposed.

## II. SUBMITTAL REQUIREMENTS

### A. Forms

#### 1. General Application, (DS-3032).

#### 2. Owner-Builder Verification (DS-3042) .

If the property owner is doing the work, a separate Owner-Builder Verification form (DS-3042) must be completed and signed by the owner.

#### 3. Circuit Card-Supplemental for Single Family Dwellings (DS-1779A).

A Circuit Card will be accepted in lieu of electrical plans for installation in residential private garages; load calculations shall be included on the Circuit Card. See Section IIB, Item 1 below for additional information.

### B. Plans and Calculations

#### 1. Single-Family/Duplex/Townhouse Residential Garages.

Plans and calculations for an EVCS installed in a residential private garage

### Documents referenced in this Information Bulletin

- San Diego Municipal Code, ([SDMC](#))
- California Electrical Code, ([CEC](#))
- [Information Bulletin 103](#), Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical
- Circuit Card - Supplemental for Single Family Dwellings, [DS-1179A](#)
- Owner-Builder Verification, [DS-3042](#)
- General Application, [DS-3032](#)

(single-family, duplex or townhouse only) are not required for permit issuance. In lieu of plans, a completed City of San Diego Circuit Card (DS-1779A) will be accepted for residential private garages. Load calculations must be included on the Circuit Card. The Circuit Card must be provided at the site for the inspection staff.

#### 2. All Other Installations .

For all other EVCS installations, two copies of plans and calculations are required for review and approval prior to permit issuance.

##### a. Site Plan and Floor Plan.

A site plan and/or a floor plan (if located inside a building) must be provided showing the following information:

- Existing building(s) and structure(s)
- Existing parking spaces and proposed location of EVCS parking space(s)
- Dimensioned layout of existing accessible parking spaces, including access aisles
- Location and layout of proposed accessible EV charging station
- Elevation of the charging unit sufficient to demonstrate compliance with the reach ranges for side or front approach to the

unit by persons with disabilities as required in the California Building Code

- vi. All disconnects sizes, conduits and conductors routing/sizes, and location of panel/sub-panels connected to the ECVS system and the meter panel.

#### **b. Electrical Plans and Calculations.**

Electrical plans and calculations must be signed and stamped by a California registered Electrical Engineer or the licensed Electrical Contractor (C-10) who is responsible for the design and installation of the system. The electrical plans shall include the following information:

- i. Single-line diagrams showing the system, point of connection to the power supply and the charging unit(s)
- ii. Electrical load calculations
- iii. Electrical panel schedule
- iv. Manufacturers' data sheet for the listed charging equipment
- v. The amperage supplied to charge the electric vehicle

Charging an EVCS adds a significant and continuous load to electrical services and will impact the regional electrical distribution system. Therefore, it is important to provide accurate electrical load calculations. It is recommended that the customer shall consult with SDG&E prior to installation.

### **III. OPTIONS FOR SERVICE**

- A.** A no plan review electrical permit for installation of an EVCS in a residential private garage (single-family, duplex or townhouse only) may be obtained by one of the following methods:

- 1. Online using our [Simple E-Permit](#) process;
- 2. Walk-in service at one of two locations:
  - a. Development Services Center at 1222

- 1st Avenue, 3rd Floor, or
- b. Inspection Office at 9601 Ridgehaven Court, 2nd Floor.

Please visit the department's website at [www.sandiego.gov/development-services](http://www.sandiego.gov/development-services) for a list of business hours.

- B.** Electrical permits for EVCS requiring plans must be submitted at the Development Services Center, 1222 1st Avenue, 3rd Floor. Appointments are highly recommended and can be scheduled by calling (619) 446-5300.

### **IV. FEES**

The following fees are required to be paid prior to review unless otherwise indicated below. For your convenience, DSD offers [on-line payments](#) through OpenDSD. Payment may also be made in person by cash, check, debit card, Visa or MasterCard credit cards. Checks shall be in the exact amount, drawn on US banks, and made payable to the "City Treasurer." Due to space constraints, we are unable to store submitted plans awaiting fee payment.

Please note that plan check fees and other administrative fees are non-refundable. Inspection fees may be refundable. See Refund Policy noted within Refund Application Form DS-721 for additional refund information.

#### **A. Residential Private Garage Installations**

Inspection (per EVCS) .....	\$136
Records Fee .....	\$20

#### **B. All Other Installations**

Plan Check (per EVCS) .....	\$219
Inspection (per EVCS) .....	\$203
Records Fee .....	\$60

Hourly charges may be added for additional plan reviews and/or inspections.

### **V. INSPECTIONS**

Provide the following at the time of inspection:

- A.** Access shall be provided to all equipment including the electrical service equipment that supplies power to the EVCS. Inspectors

are not authorized to open energized electrical equipment. A responsible person shall be present to open any live electrical equipment for inspection.

- B.** In addition to all plans and calculations, the EVCS manufacturer's installation instructions shall be provided on site.
- C.** All plans and documents listed above must be provided for residential private garages on site.
- D.** When applicable, the approved perforated set of plans must be available on site.